

## EAS TIPS for CPRS Clients

EAS is a complicated system requiring some care to make sure that documents get to the right people in the right order. Below are some pieces of information specific to this contract generally required to be input into the system for Purchase Orders to proceed quickly and efficiently.

1. For the Acquisition/Buyer, choose **Professional Services for OGC**
2. The PERIOD OF PERFORMANCE ( for VB- I-70 is 10/31/2020)
3. The CONTRACT NUMBER is: for now, use Sol. #68HERH19D0032
4. The PRIMARY PRODUCT/SERVICE CODE is R499 Other Professional Services
5. The VENDOR number for our contract is unknown. Will be supplied by EPA HQ CPRC.
6. Please put the following in all the TEXT areas of the PR form, such as DESCRIPTION & NOTES:
  - The Contract Number: for now, use Sol. #68HERH19D0032
  - CPRC IDIQ contract
  - It is ESSENTIAL to state that this is a New Task Order.
  - The Superfund Site Name, Project Title, CO (See top page of SOW for exact project title/example: CAG Facilitation)
7. Routing – You should route this internally within your organization to those who must review the funding for the project (such as Branch Chiefs or Division Directors, Resource Managers and Funding Officials). Determine whether these people need “Review” or “Approval” or “Courtesy Copy” access and mark it accordingly. You may need to consult your FCO to determine the most efficient routing list.

At the end of your routing list – the very last people to receive it in routing - Please include Terry Fenton and Terry Simpson (who work in EPA HQ CPRC) as “Courtesy Copy” recipients in the final ROUTING from the FCO to the BUYER once your FCO has completed the requisition. This way, we know that it has gone to the Buyer and can make sure he/she has all documentation he/she needs.
8. ATTACHMENTS - Please attach all required Task Order documents (SOW, IGCE, COR NOM/COR Certificate/Task Order Certification/Mitigation of Potential Vulnerability
9. ACCESS – Click on the “Access” icon (it’s a key) at the top right of the screen, then open the middle tab, “User Access”. Please give “FULL ACCESS” ownership to Terry Fenton and Terry Simpson IN ADDITION TO anyone in your organization (probably your FCO) who needs to be able to manipulate the document. This allows us to open, track and correct any issues with the document.
10. Please feel free to contact Terry Fenton (202) 564-2090, Terry Simpson (202) 564-2462, or your CPRC Lead, if you have any questions.